**Dear Colleagues,**

**Please see the explanation below, given to me by Payroll, explaining the leave cash-out formula. In order to have your unused leave cashed out, you must submit a letter of resignation to Human Resources.**

**Rich Erben**

**Chief Information Officer**

**Adjunct Faculty Association at NCC**

**Section 9.4 of AFA contract states that each member of the adjunct faculty shall be entitled to 3 paid leave days and that this leave may be accumulated to a maximum of 40 days.**

**Section 9.7 of AFA contract provides the method of determining the actual payment for unused leave time upon termination.**

**There are two factors in calculating the cash value of unused leave payment for adjunct.  The rate of pay in the final semester of service is the first factor.  The second factor is the number of contact hours worked in a day averaged over the last five semesters of adjunct service.**

**Please see below for classroom and non-classroom formulas.**

**Classroom formula works as follows:**

1. **Number of contact hours taught in the last 5 semesters worked as adjunct**
2. **Number of days taught in each semester –**

**Fall  - 30 days (15 weeks at 2 days per week average)**

**Spring – 30 days (15 weeks at 2 days per week average)**

**Winterim - 13 days**

**Summer – 20 days**

**3- Divide total of contact hours by 5 to get average of contact hours = average CH**

**4- Divide total of days by 5 to get average of days = average # of days**

**5- Multiply the average CH by the rate of pay in the final semester of adjunct service = CH rate**

**6-  Divide CH rate by average # of days = pay rate**

**7- Multiply  pay rate by the number of unused accrued days = payment amount**

**Non-classroom formula works as follows:**

**1.  Number of hours worked per day as per timecard in the last 5 semesters**

**2.  Number of days worked as per timecard in the last 5 semesters**

**3.  Divide total hours worked by total of days worked = average hours worked per day**

**4.  Multiply unused accrued days by average hours worked per day = unused accrued hours**

**5.  Multiply hourly pay rate in final semester of service by unused accrued hours = payment amount**